



## COMMITTEE OF THE WHOLE MEETING DECEMBER 2, 2025

Council held a Committee of the Whole meeting on December 2, 2025, in the Council Chambers commencing at 4:08 pm and adjourned at 5:33 pm.

### ATTENDANCE:

#### COUNCIL:

Mayor Robert Doucet  
Deputy Mayor Jeremy Salgado – Chair  
Councillor Todd Beach – Vice Chair  
Councillor Karin Boyé  
Councillor Ken Chorley  
Councillor Kim Tompkins  
Councillor Sheree Trecartin

#### STAFF:

Richard Malone, Chief Administrative Officer/Assistant Clerk  
Sherman St. Germain, Director of Finance and Human Resources/Treasurer  
Chris White, Director of Economic Development & Tourism  
Jessica Churchill, Director of Recreation (Virtual)  
Kevin Breau, Director of Parks & Facilities  
Arthur McCarthy, Director of Planning, Engineering & Development  
Mark Cormier, Director of Public Works & Utilities  
Mark Caldwell, Building Inspector  
Jessie Dean, Executive Assistant to the Chief Administrative Officer

#### REGRETS:

Lisa Richard, Clerk

### 1. CALL TO ORDER

Deputy Mayor Salgado called the meeting to order at 4:08 pm.

### 2. SILENT MOMENT OF REFLECTION

Deputy Mayor Salgado led Council through a moment of silent reflection.

### 3. APPROVAL OF AGENDA

**Moved by Councillor Tompkins and seconded by Councillor Boyé that the agenda of the December 2, 2025, Committee of the Whole meeting be approved as presented.**

**MOTION CARRIED**

#### 4. DISCLOSURE OF CONFLICT OF INTEREST

Deputy Mayor Salgado asked that anyone who has a conflict of interest declare it when they reach that item on the agenda.

#### 5. CORRESPONDENCE

None

#### 6. PRESENTATIONS

##### 6.1. Mark Caldwell, Building Inspector, Guideline for Alternative Housing Options in Hampton

Mark Caldwell, Building Inspector provided an overview of the proposed *Guideline for Alternative Housing Options in Hampton*. The proposal is being brought forward as part of Hampton's 2025 Strategic Plan, and to further communicate the ability to have secondary suites/garden suites.

The purpose of the *Guideline for Alternative Housing Options in Hampton* is to assist Hampton residents with their planning when considering alternative housing in an existing or new building and to define the most common alternative housing options to gently densify existing residential neighborhoods. Further explanation of the application of multi-generational living, secondary suite, second unit and garden suites was provided as it related to the proposed guidelines.

Council discussed the alternative housing options. The following items were further clarified:

1. Garden suite zoning and setbacks being classified as an accessory building.
2. Clarification of mini homes as garden suites in rural zones only.
3. Building requirements for fire-rated door(s).

Next steps are to identify inventory, establish barriers and identify ways to assist in the application of alternative housing options within Hampton.

**Moved by Councillor Tompkins and seconded by Councillor Trecartin to recommend to Council to adopt the Guideline for Alternative Housing Options in Hampton, as presented by the Building Inspector.**

**MOTION CARRIED**

#### 7. DEPARTMENT UPDATES/DIRECTIVES

##### 7.1. Arthur McCarthy, Director of Planning, Engineering & Development, Policy No. 2025-003-RDAP Residential Development Assistance Policy

Arthur McCarthy, Director of Planning, Engineering & Development, provided an overview of the proposed *Residential Development Assistance Policy*.

The purpose of the proposed *Residential Development Assistance Policy* is to encourage residential development within Hampton by providing financial assistance to developers for the construction of residential housing units.

The following changes being proposed from the 2018 document were reviewed with Council:

1. Definitions
2. Eligibility
3. Conditions
4. Rates

**Moved by Councillor Beach and seconded by Councillor Tompkins to recommend to Council to adopt Policy No. 2025-003-RDAP Residential Development Assistance Policy as presented by the Director of Planning, Engineering & Development.**

**MOTION CARRIED**

**7.2. Sherman St. Germain, Director of Finance & Human Resources**

**7.2.1. Policy No. AD2012 Dress Code Policy**

Sherman St. Germain, Director of Finance & Human Resources reviewed the draft proposed *Dress Code Policy* with Council.

The purpose of the proposed *Dress Code Policy* is to provide a professional image appropriate to municipal government and to help guide employees for appropriate work attire.

The following items were requested for further review and clarification, including:

1. Application of policies as it related to the publication from the Local Governance Commission, [Advisory : Closed Meetings – Code of Conduct and Conflict of Interest](#).
2. Application of policies as it related to volunteers.
3. Reference to “steel toed” to be updated to “CSA Approved”.
4. Definitions of apparel types.
5. Constructive disciplinary process.

Sherman St. Germain accepted the feedback to further clarify the draft policy.

**7.2.2. Policy No. HR1017 Drug & Alcohol Policy**

Sherman St. Germain, Director of Finance & Human Resources reviewed the draft proposed *Drug & Alcohol Policy* with Council.

The purpose of the proposed *Drug & Alcohol Policy* is to provide all employees with a safe and healthy work environment.

Sherman St. Germain will review further with Directors for comment.

**7.2.3. 2026 Budget Update**

Sherman St. Germain, Director of Finance & Human Resources informed Council that the 2026 Budget was approved by the Provincial Government and will be distributed to Council and Directors.

**8. OTHER BUSINESS**

**8.1. Fundy Regional Service Commission (FRSC) Update**

Mayor Doucet advised that the FRSC Board held their last meeting on November 6, 2025, and the 2026 budget was approved. The next FRSC meeting is scheduled for December 4, 2025.

**8.2. Next Meeting**

Chair Deputy Mayor Salgado noted that the January Committee of the Whole meeting will be cancelled and the next Committee of the Whole meeting will be held on February 3<sup>rd</sup>, 2026, at 4:00 pm in the Council Chamber.

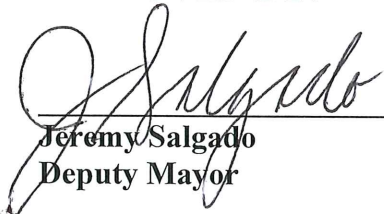
**9. ADJOURNMENT**

There being no further business, the Committee of the Whole meeting was adjourned at 5:33 pm.

**Moved by Councillor Beach and seconded by Councillor Tompkins to adjourn the Committee of the Whole meeting of December 2, 2025.**

**MOTION CARRIED**

**APPROVED BY:**

  
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Jeremy Salgado  
Deputy Mayor

  
\_\_\_\_\_  
Richard Malone  
Chief Administrative Officer / Assistant Clerk

